

DRAFT MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

November 7, 2011

1. Call Meeting to Order

Chairman Robert Aldrich convened the Board at 7:00 pm in the Nowak Room of the Town Office Building. Other members of the Board present were: Selectman Frank Ferraro, Selectman Matt Quandt, Selectwoman Julie Gilman, Selectman Don Clement and Town Manager Russ Dean.

2. Public Comment - None

3. Minutes & Proclamations

a. Regular Session Minutes of October 31, 2011

Mr. Quandt moved to approve the Regular Session Minutes of October 31, 2011 as presented. Ms. Gilman seconded. Vote: Unanimous

4. Appointments - None

5. Departments Reports - None

6. Discussion/Action Items

a. New Business

i. NNEPRA/Train Resolution

Chairman Aldrich read a proposed resolution from the Northern New England Passenger Rail Association (NNEPRA). The Train Committee is asking the Board to support their efforts for funding for the Amtrak Downeaster program. The resolution requests continued federal funding of Amtrak at levels at least as high as those currently in place to ensure continued existence of the Downeaster service and strongly opposes any decrease in federal funding for Amtrak. The Town Manager would send copies of the signed resolution to all members of the Congressional delegation and the Governor, as well as to other such relevant parties.

There was a brief discussion about this proposed resolution. Don Woodward spoke in support of the resolution, the Train Committee and the Transportation Committee. Chairman Aldrich said that he understands the debate going on in Congress over funding and supports the Downeaster, but was disappointed at how hasty the Transportation Committee was to approach the Board with this proposal without much discussion. Don Clement expressed support for the proposal, citing the fact that the Town of Exeter has historically supported the Downeaster. Concerns were expressed that the resolution brings all of Amtrak into the support and not just the Downeaster. Mr. Ferraro completely supports the Downeaster, the Train Committee and the Transportation Committee, but was not supportive of this resolution because it includes the entire Amtrak system which had a \$500 million dollar loss last year. The president of Amtrak has said that it is the long distance trains that are unprofitable. Mr. Ferraro expressed his belief that this proposal seeks funding to cover these operating losses. Ms. Gilman pointed out that there are other federally funded programs involving transportation that lose money.

Selectman Clement moved that the Town of Exeter support the resolution as presented and read by the Chair. Ms. Gilman seconded. Vote: 2-3 Mr. Ferraro, Mr. Quandt and Mr. Aldrich opposed. Motion fails.

The Board will see if they can come up with a letter with different wording that expresses Exeter's support for the Downeaster but not all of Amtrak.

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ii. FY12 Default Budget

Mr. Dean announced that the most current number for the default general fund budget is \$16,624,715. This is a 2.6% increase over the FY11 budget. Chairman Aldrich explained that at its Budget Development meeting the Budget Recommendations Committee discussed with members of the Board of Selectmen a budget goal. This would be a number that both groups would work toward in developing the general fund budget for fiscal year 2012. There was consensus among both groups that the number should represent current year spending with some limited adjustments for debt service, as well as reductions for one time spending projects in 2011. They have come up with a number of \$16,408,674. Looking at the proposed 2012 budget of \$17,069,552 that was put before the Budget Committee, it would mean essentially that they need to identify almost \$661,000 in reductions from the Town's general fund in order to meet that goal. The Budget Committee continues to work toward this goal and the Board's deliberations over the next weeks will keep this in mind as well. The Board recognizes that they must make their decisions while focusing on the bigger picture. Although this is the goal they will still evaluate each reduction in terms of its financial impact on the budget as well as the impact on personnel and services to the community. Over the course of the last couple of Budget Recommendation Committee meetings they have recommended total reductions in the amount of \$262,600. Additional reductions recommended by department heads bring the total to almost \$300,000. January 17th is the date of the public hearing to present the budget so they have up until this date to finalize the budget. When the Budget Committee is done with its work in the next couple of weeks, the Board will see how close they are to the goal and will provide some direction to the Town Manager on what it would take to get there.

iii. FY12 Budget/Warrant Articles

Chairman Aldrich referred to the listing of bond articles and warrant articles. The Budget Recommendations Committee has not yet taken up their review of the capital projects. If there is consensus among the Board that there are projects on this list that they are not going to put forward this year it would be good to identify those now. This would save on the Budget Committee's time and Board of Selectmen meeting calendar schedule.

Discussion ensued about the bond and warrant articles. There are currently 12 proposed bond articles which is a large number. There was agreement to delay any decision on the water and sewer articles until they have been vetted by the Water & Sewer Advisory Committee and earnestly discussed by the Budget Committee. The Water & Sewer Advisory Committee will be discussing the water and sewer articles on Wednesday and the Budget Committee will be discussing them next Thursday so the Board will have feedback from both of those groups within the next week and a half. Mr. Ferraro suggested that they pursue either the Jady Hill II project or the two Lincoln Street projects but not both. Other Board members expressed similar concerns that the Town cannot afford to do all of these projects in 2012.

Mr. Clement recommended not moving forward with some of the bond articles for vehicles, such as the street sweeper, vacuum truck and ladder truck replacement. He suggested looking at other options for obtaining these services without purchasing capital equipment. Mr. Dean clarified that the street sweeper and vacuum truck would be lease purchases. Mr. Dean can get some information on street sweeping services.

Mr. Clement moved to remove the ladder truck from consideration for the 2012 warrant. Mr. Ferraro seconded. Vote: Unanimous

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Mr. Ferraro moved to remove the streetscape parking meters project from consideration for the 2012 warrant. Mr. Clement seconded. Vote: Unanimous

Mr. Ferraro moved to remove the TIF Epping Road study from consideration for the 2012 warrant. Mr. Clement seconded. Vote: Unanimous

Mr. Clement moved to defer the Town Office HVAC utility energy efficiency project in the amount of \$235,000 off the 2012 warrant. Ms. Gilman seconded.

Mr. Ferraro thought this may be the time to do this project if it will make the town office heating system more efficient and correct some of the air exchange issues. Mr. Quandt pointed out that this has been deferred for several years now. Mr. Clement did not think they know yet everything that this project will entail and the Town was not ready for it. Ms. Gilman said that there are still some efficiencies that can be done on the lower end of the scale before they go full bore on this. **Vote: 2-3 Mr. Ferraro, Mr. Quandt and Mr. Aldrich opposed. Motion fails.**

Mr. Clement moved to take off the \$81,200 warrant article for the Town Hall Office expansion project from the 2012 warrant. Mr. Ferraro seconded. Mr. Clement felt that the Town was not ready for this yet and it was not needed. Chairman Aldrich and Ms. Gilman disagreed. Mr. Ferraro felt that it should be deferred for fiscal reasons. Mr. Quandt might be ready to support the motion later on in the budget process but not right now. **Vote: 2-3 Mr. Quandt, Ms. Gilman and Mr. Aldrich opposed. Motion fails.**

Mr. Ferraro moved to take the \$30,000 fire substation article off the 2012 warrant. Mr. Clement seconded.

Mr. Ferraro said that there continue to be differing opinions as to whether this was called a substation or not and he is fundamentally opposed to pursuing this further. Mr. Clement said that they did a design for this several years ago when the location was on Epping Road and he doesn't understand why they are doing this all over again. Ms. Gilman did not feel that the Town was ready to commit to building this and she needs to hear more about the dire need for it first. Mr. Aldrich was interested in seeing what the level of community support is for this and expressed concerns about having a \$30,000 warrant article for the design pass and then never building it. He suggested that they put one warrant article on for both the design and building of the station when they are ready to do it and see if the community supports it. Mr. Quandt thought that they could do a focus group or committee on this before spending money on a study. Mr. Dean said that the money would be used to hire an independent architect to come in and meet with various groups to design something that meets the needs of the community and the department. Mr. Ferraro supported the idea of having a committee study it first. **Vote: Unanimous**

Mr. Clement pointed out that there are 3 potential roof repair projects in 2012 and feels that it comes down to a question of priorities.

Mr. Clement moved to remove the \$37,000 warrant article request from the Conservation Commission for Raynes Farm improvements from the 2012 warrant. Mr. Ferraro seconded. Vote: 3-1 Ms. Gilman opposed. Motion carries.

Mr. Clement moved to not put the chief car replacement and the fire inspector vehicle on the warrant this year. Mr. Ferraro seconded.

Chief Comeau said that the inspector's vehicle was on the list last year when it was cut out of the pool. It is 12 years old and has over 120,000 miles on it and they are concerned about it passing inspection this year. It is a very important piece of equipment for the department. Chief Comeau was fine with putting off replacing his staff car. Mr. Quandt asked how much the maintenance would cost for the fire

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inspector vehicle to pass inspection and the Chief replied that they had not gotten any estimates yet. Mr. Aldrich was concerned that these continue to stand alone as warrant articles. He said that Mr. Dean has allocated a significant portion of the budget to capital outlay for vehicles and suggested putting one of them in the budget with the other vehicles. Mr. Dean explained that he prioritized the vehicles for replacement by using the Fleet study scoring system. It just so happens that they have 3 on the list for the budget being requested for funding that score very high under that scenario. These are the sidewalk tractor, the 6 wheel dump truck and the 1 ton utility dump truck. DPW hasn't had any vehicles replaced in the last couple of years and really has a need for them. There are also 2 police cruisers in the capital outlay vehicle portion of the budget. **Vote: Unanimous**

iv. Merit Pay Proposal

Chairman Aldrich said that there was an amount of \$5,000 proposed in the 2012 general fund budget to start a merit award program in Town and the Budget Committee took this out based upon the fact that they did not have direction from the Board as to whether or not they would support it. The Budget Committee has requested that the Board weigh in on this proposal. Mr. Dean explained that the program would allow for one time payments or awards to employees based upon 3 categories. The 3 merit categories would be 1) Exceeding basic job requirements 2) Demonstrated teamwork/customer service and 3) Extraordinary services. Mr. Dean summarized the details of the merit award proposal. Merit award could be considered once per year, could not exceed \$500 and would not be added to base pay. Department heads could nominate their employees to receive a one time merit award.

There was discussion about this proposal. Mr. Aldrich asked if the program would be open to all Town employees. Mr. Dean said that as of now it would just be for non-union employees but that they could look at expanding it to union employees. Ms. Gilman was hesitant about the nebulous descriptions of what constitutes each merit award and felt that some type of rating system was needed. The non-union employees do such disparate things that it would be difficult to measure and compare success in each job. Mr. Dean explained that this is why it is narrative based. Mr. Aldrich likes the idea of a merit award program rather than basing the entire COLA and salary adjustments on merit. Mr. Clement found it too subjective and suggested that the merit awards be based on the criteria of employees finding cost savings measures. Mr. Ferraro is all for a merit program but could not see it along with a step program and a COLA program. He felt that an employee should be rewarded for coming up with a real verifiable cost savings and suggested that they receive 25% of the first year's savings on such a cost savings with a cap at some number such as \$2,500. This is quantifiable and takes out the subjective aspect. Chairman Aldrich pointed out that it is part of some employee's jobs to save money and asked how this would be differentiated from coming up with a new idea. Mr. Ferraro said that the savings would have to be in an operational aspect. Mr. Dean pointed out that the merit aspect is an important component, but there are examples of extraordinary service that provide another benefit and do not necessarily save money.

Renee O'Barton said that she always finds Town employees polite and efficient and as a taxpayer she wouldn't expect anything less than that. She does not feel that there is a place for this type of proposed merit program in this economy when many people are anxiously looking for jobs. She feels there is no place for this in the public sector. Employees who are not polite, courteous and helpful should be reprimanded. There are tradeoffs in terms of benefits in the public sector versus the private sector.

Chairman Aldrich said that there seems to be enough support for this to continue the discussion and vet it with some of Exeter's counterparts to drive some program language to capture what they have talked about. He feels that it would need to be available to all employees and suggested checking with counsel as needed. Ms. Gilman said that the criteria should be measurable. Mr. Dean will check to make sure that there will not be a union issue.

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v. Non-Union COLA Adjustment

The Board made a decision a couple months ago that there would be no COLA for the non-union employees in 2012. Based on the numbers received for health insurance costs, this item is being revisited. Mr. Dean has provided information on regional cost of living increases and budget impact numbers for what a COLA increase for those employees would be ranging from 1 to 3 percent. The Police will get a 3% COLA on January 1st. The Fire COLA is based on a 10 year rolling average with a floor of 2% and a ceiling of 5%. The CPI for July was 3.44% year over year from 2010 and September was 3.74%. The average for the year is 2.6%. Non-union employees received a 2.5% COLA adjustment in 2011 and a zero COLA adjustment in 2010. Any COLA adjustment would go into effect the first full pay period in July. Chairman Aldrich said that the Town Manager's contract calls for him to receive a COLA adjustment in 2012 and he has stated that he will not accept the COLA adjustment if the other employees do not get one.

There was discussion about this. Mr. Ferraro said that Exeter has the highest tax rate in the Seacoast and they have to do something to reign it in. He would be willing to give a COLA to all Town non-union employees in 2012 if they eliminate the step program and institute a true merit program in 2013. Mr. Clement said that this means that employees due to receive step raises in 2012 would not get one. Chairman Aldrich pointed out that they spent years coming up with the current compensation package and can't keep continuously changing the pay structures in Town.

Mr. Ferraro moved to eliminate the step system all together for non-union employees, to institute some type of cost of living adjustment in 2012 and then have prepared for funding in 2013 a full merit program. There was no second. Motion fails.

Mr. Clement suggested giving a COLA up to 2% contingent upon the Town Manager and department heads finding the equivalent cost savings in the 2012 budget. Mr. Aldrich pointed out that the COLA determination is part of the process of building the budget and the default. They are on a timeline and this needs to be determined soon. Mr. Ferraro said that if cost savings can be found it should be found anyway and the money returned to the taxpayers.

Ms. O'Barton asked what percentage of health insurance costs the Town is currently paying. Chairman Aldrich advised that employees pay 12%. She said that Exeter Town employees are compensated well when compared to the Town of Hampton. She cited several 2010 salary figures for various positions in Hampton and compared them to Exeter. Ms. Gilman asked if she had information on how long those Hampton employees had been in the respective positions and she did not. Mr. Aldrich pointed out that Exeter's current numbers were built on comparisons with other towns and Hampton was one of those used.

Mr. Ferraro moved to keep with their plan of a zero percent COLA for non-union employees in 2012. Ms. Gilman seconded. Vote: 3-1 Mr. Clement opposed. Motion carries.

vi. Tax Rate Setting for Fiscal Year 2011

Chairman Aldrich advised that the tax rate has been set by the Department of Revenue Administration. It is \$25.28. He gave a brief power point presentation that compared the tax rates for the years 2009 through 2011 and provided details about the tax rate / tax bill breakdown. The local school portion and town school portion saw an increase while the state school portion and county portion saw a decrease. In addition to the tax rate there was a value change of about 14.9 million dollars in value added to the Town. If there had not been an increase in value the tax rate would have been \$25.52. The Town used

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just over \$300,000 in the unreserved fund balance to set the rate which maintains at least a million dollars in the unreserved fund balance. Over the last couple of years the Board has talked about trying to drive up the number for the unreserved fund balance to at least have enough to support one month of school payments. The State says that percentagewise Exeter's unreserved fund balance is very low. The thought between Finance, the Town Manager and the Town Treasurer was that this wasn't the year to try to move that up and the more that could be used to offset the tax rate the better. The rate increase seen is directly related to the warrant articles. About 40% of the town portion of the tax rate goes to Police, Fire and Communications. Mr. Dean said that they will get tax bills out as soon as possible.

b. New Business

i. Fire Department Generator

Mr. Dean explained that pursuant to last week's conversation, they went back and looked at the budget/actual expenses for the generator project and broke the details down for the Board so that they could see how much money was allocated to this particular project and how much the project deficit is. At this stage, the additional funding needed from the EMS Fund over the \$26,000 amount previously approved would be \$4,538.30. This assumes that the bid of \$88,580 for the generator will be exactly \$88,580 when all of the bills are paid.

Mr. Ferraro would like to know what the estimated expenditures for this project were when it was originally priced out. Chief Comeau said that the bid price of \$88,580 for the generator was inclusive so there was no itemized list. The only change order for this whole project was for the transfer switch in the amount of \$6,900.00. Mr. Ferraro questioned why there were some additional costs for a compaction test, transfer switch and body conduit. Chief Comeau explained that they were assisted by the maintenance department which handled the Bauer Engineering portion of this. There was a change in a Town standard which required the compaction test. Mr. Ferraro insisted that the bid for this turn key project should have included all installation costs. They are supposed to know what the codes are and include all of the equipment in their bid. Chief Comeau explained that the Town spec was developed by the Town maintenance department in conjunction with Bauer Engineering. Scherbon Consolidated bid that spec. The spec did not include the transfer switch which no one realized was needed, but which was required to meet State electrical standards. Mr. Dean explained that it happens frequently that there are change orders associated with any Town construction project. The question that needs to be asked is based on the timing of the electrical code change, should the spec have included it or not. Mr. Ferraro added that it also depends on how the spec is written and could be the contractor's fault. If Scherbon Consolidated or Bauer Engineering should have known about the transfer switch, then the Town should not be responsible for this \$6,900 cost. Mr. Dean will go back to maintenance and get this additional information.

7. Regular Business

a. Bid Openings—Power Purchase Agreement for Solar PVA at the Waste Water Treatment Plant

Ms. Gilman explained that they received six proposals for the project. One bid was rejected immediately due to the system size. Respondents offered various scenarios for the Town's choice including different contracts, direct purchase and different array sizes. All proposals used a rate of \$0.1446 as stipulated in the RFP which is stipulated by the State as the baseline comparison. The committee reviewed these using the point system in the RFP and came out with the fact that they were all pretty similar in meeting the technical aspects of the project. They decided there was not enough of a difference to be able to award based on just those things so they looked at other things that differentiated the proposals such as rate of payment for the energy use, rate of escalation over the contract term and

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length of contact. After reviewing these, the committee recommended rejecting any proposals for a term over 10 years because they felt that overall savings to the Town would be realized slowly and with smaller increments. They also threw out proposals for a direct sale of energy generation because they were not prepared to do that and the grant wasn't made for that. There was also a question about an RSA on Energy Performance Contracting and whether it applied to the Town which would limit it to a 10 year contract anyway. Town Counsel confirmed this interpretation. The committee did recommend that once the system was in place the maintenance department be trained on the maintenance and operation of the project.

Next they decided that some of the proposals were not clear on the net savings to the Town, which would be the critical comparison. They went back and requested a pro forma from each proponent showing net savings over 10 years and over the lifetime of the installation, 20 -25 years. After reviewing all of the criteria, it was determined that two proposals merited final consideration. The first was from Revolution Energy of Dover, NH which proposes a 10 year contract at a rate of \$0.07 per kilowatt hour with no escalator in years 1 and 1, a 2% escalator in years 3 through 20 and a net savings of \$232,000 over 20 years. The other was from Solect Inc of Hopkinton, MA which proposes a 10 year contract at a rate of \$0.079 with a 2.5% escalator for a net savings of \$175,084 over 20 years.

In consideration that the Town's current energy rate through 2013 is \$0.0798, the committee recommends to accept the proposal for the PPA solar array project from Revolution Energy for a term of 10 years at a rate of \$.07 for years 1 and 2 and a rate escalator of 2% for the remaining 8 years and furthermore they recommend that the Board authorize the Town Manager to execute such documents as may be required.

Ms. Gilman moved to award the solar PPA power purchase agreement for the waste water treatment plant to Revolution Energy for a term of ten years at a rate of \$0.07 per kilowatt hour for years 1&2 and a rate escalator of 2% for the remaining 8 years and furthermore that the Town Manager be authorized to execute any documents that may be required. Mr. Quandt seconded.

Discussion ensued about this. Mr. Ferraro asked what the expected savings over 10 years would be and also what the size of the array is. Ms. Gilman said that it would be 50 kilowatts which is half the size of the one at the high school. They have plenty of room to put it down. The savings over 10 years would be \$31,000. After 10 years, the Town could buy it out for \$6,600 (or fair market value) or have them take it away. The panels would have an extended warranty for 20-25 years. There were questions about how the savings over 20 years was calculated when the contract term is for 10 years. Ms. Gilman said that it is based on the lifetime of the equipment and the expected rate of increase of fuel. The assumption is that the Town would buy it out after 10 years. Mr. Ferraro thought that actual savings in the first 10 years would be more likely in the \$20,000 to \$25,000 range instead of \$31,000 and requested another week to review this number in further detail. Mr. Clement expressed concerns about the amount of time and effort that would be needed by DPW staff to install and manage this. Ms. Gilman said that the system does not need to be managed as the information is remote and monitored that way. Mr. Clement was concerned about adding to the DPW manager's work load and wanted Ms. Perry to confirm whether or not her department can handle this. Chairman Aldrich said that they will ask Ms. Perry to give her opinion on this. Ms. Gilman identified the timelines that the project was under.

Vote: 3-2 Mr. Ferraro and Mr. Clement opposed. Motion carries.

b. A/P and Payroll Manifests

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a. Accounts Payable and Payroll Manifests

Mr. Ferraro moved to approve a weekly payroll warrant for Fire holiday pay in the amount of \$72,802.93. Mr. Quandt seconded. Vote: Unanimous

Mr. Ferraro moved to approve a weekly payroll warrant dated 11/3/11 for Police longevity / holiday incentives in the amount of \$56,858.38. Mr. Quandt seconded. Vote: Unanimous

Mr. Ferraro moved to approve a weekly payroll warrant dated 11/3/11 in the amount of \$178,243.88. Mr. Quandt seconded. Vote: Unanimous

Mr. Ferraro moved to approve an accounts payable warrant for checks dated 11/04/2011 in the amount of \$220,471.18. Mr. Quandt seconded. Vote: Unanimous

c. Budget Updates

Mr. Dean said that there are 8 payrolls left in 2011.

d. Tax Abatements & Exemptions

Mr. Dean made a disclosure as required by the RSA's governing tax deeding that there was a total of \$1,031.58 refunded as part of the process. The refunds went to Map 64, Lot 105-9, Map 73, Lot 49-10, Map 104, Lot 79-901 and Map 95, Lot 64-44. These are refunds of partial payments made against liens on properties that the Town deeded.

e. Water/Sewer Abatements - None

f. Permits

Mr. Dean said that there is a permit request for the use of the Wheelwright Room in the Town Office building for community outreach by Senator Kelly Ayotte's office on the first Thursday of every month from 11 am to 1 pm starting in December.

Mr. Quandt pointed out that the Romney campaign recently left their signs all over the place. He feels that they need to make it a condition of permitting that groups need to clean up after themselves and take everything with them when they leave. This suggestion met with general approval from the other members of the Board.

Mr. Quandt moved to issue the permit. Mr. Ferraro seconded. Vote: Unanimous

g. Town Manager's report

Mr. Dean announced that the Water & Sewer Advisory Committee is meeting on Wednesday night and will discuss rates. He congratulated the lady Blue Hawks on winning the ladies varsity soccer championship on Saturday night.

h. Legislative Update – None

i. Selectmen's Committee Reports

Selectman Ferraro attended a Budget Committee meeting last Thursday night. He and Mr. Clement met with the EDC subcommittee to discuss the Town website.

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Selectman Quandt had nothing to report.

Selectman Aldrich congratulated the Arts Committee for their first ever charity art auction which was held on Saturday at the Town Hall from 2 pm to 7 pm. It was very well attended and they raised about \$7,000. The artists got half of the proceeds and the other half was donated to local charities.

Conservation Commission meets tomorrow night. They will continue to discuss the now finalized Henderson Swasey Forest management plan as well as next steps for the Oaklands Town Forest management plan. They will also be looking at the Raynes Farm management plan in terms of next steps.

Selectwoman Gilman said that the Heritage Commission submitted a survey form for the Winter Street cemetery to request the opinion of the DHR on the eligibility of the cemetery for listing as an historic place. The reply was that it is definitely eligible for both the National Register and the State Register so the next thing is to see if they can apply for that. The Heritage Commission will be dealing with another demolition review at 10 Hampton Rd which is the Seacoast Hospice building.

Selectman Clement had nothing to report.

j. Correspondence

1. Letter from Mr.DeVittori regarding the annual sales ratio study summary and certification that was sent to the State and DRA
2. Winter Street Cemetery letter regarding its eligibility for the national registry
3. Thank you letter from a resident for funding the taxi ticket program from now until the end of the year
4. Letter from a resident who has lost her vision and is requesting assistance with confidential voting of town and school ballots. This has come up in the past but this is the first time the Board has received a formal request for such assistance. There are several people in Town who would avail themselves of this if it was available. Right now they receive assistance but the concern is that their vote is not confidential. Cost for the Town elections alone would be between \$850 and \$1,000 because a dedicated telephone line is needed and all of the ballots have to be recorded. Cost for the phone line is \$86.00 and cost for narrator to record the audio portion of the ballot is \$110.00 per page. Funds would need to be added to the 2012 budget if this is something that they would like to offer for town elections. Mr. Dean feels that the prevailing wisdom is that they should do this and the people involved have expressed concern about being able to vote privately. There are 4 elections next year. Mr. Dean will check whether any State subsidies are available for this. This is already being done for national elections. Mr. Dean will work with Ms. Hartson to modify the budget request as needed to accommodate this.
5. RSA 91A request from Patrick McInnis requesting a list of deeded properties
6. Thank you letter from the American Red Cross for the Town's recent donation
7. Email to the Board from Mr. Bailey regarding questions on 2007 liens with the tax deeding process
8. Letter from the Dept of Health and Human Services and the FDA that talks about the retail food protection program and certificate for Judy Jervis, the Town's deputy health officer,

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certifying that she has completed the requirements for certification as an FDA retail food inspection and training officer

9. Copy of tax rate card from the Division of Revenue Administration

10. Letter from the Department of Transportation which talks about the Governor's Advisory Commission on Intermodal Transportation wrapping up 27 public hearings throughout the State on the 10 year transportation improvement plan and the next steps for that program

8. Review Board Calendar

The next regular Board of Selectmen meeting will be Monday, November 14th at 7:00 pm. There will be a joint meeting of the Budget Committee and the Board of Selectmen on Thursday, January 5th. Tuesday, January 17th at 7 pm will be the public hearing on the budget and bonds. November 16th is the LGC's annual meeting in Manchester. The St. Vincent de Paul Society is having an open house for their new building on Saturday the 19th from 10 am to 2 pm. The Christmas Parade is Saturday, December 3rd.

Mr. Ferraro inquired when they will get a report on the Lary Lane incident and personnel actions taken. Chairman Aldrich will follow up with Mr. Dean on this. Mr. Ferraro said that there was discussion about a new set of criteria and/or forms for the funding process for the non profit organizations that the Town supports. Mr. Dean said that they have reworked the sheet with respect to the funding buckets and this has been forwarded on to the Budget Committee and he can forward this to the Board as well.

9. Adjournment

Ms. Gilman moved to adjourn, seconded by Mr. Quandt. Vote: Unanimous

The Board stood adjourned at 9:57 pm.

Respectfully submitted,

Jennifer Mancinelli
Recording Secretary